



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 -0001

IN REPLY REFER TO
NAVAIRINST 5100.5B
AIR-09F2
19 Aug 86

NAVAIR INSTRUCTION 5100.5B

From: Commander, Naval Air Systems Command
To: Deputy Commanders, Assistant Commanders, Comptroller, Command Special Assistants, Program Directors, Designated Program Managers, Program Coordinators, Directorate Directors, and Office and Division Directors

Subj: OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR NAVAL AIR SYSTEMS COMMAND HEADQUARTERS

Ref: (a) SECNAVINST 5100.10E
(b) OPNAVINST 5100.23B
(c) NAVAIRINST 5103.1
(d) OPNAVINST 5102.1B
(e) NAVAIRINST 3440.1C

Encl: (1) Form OENAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Condition (Sample)

1. Purpose. To establish requirements, procedures, and responsibilities for the Occupational Safety and Health (OSH) program within the Naval Air Systems Command Headquarters (NAVAIRHQ).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5100.5A of 2 October 1984. R)

3. Background. Reference (a) contains requirements for OSH programs applicable to all naval activities and all echelons of command. Reference (b) contains additional activity OSH Program requirements developed following reference (a). In implementation of references (a) and (b), reference (c) delineates the Naval Air Systems Command (NAVAIR) OSH Program and is applicable to NAVAIRHQ and all subordinate activities. This instruction is issued to define specific OSH Program implementation at NAVAIRHQ.

4. Hazard Reporting. References (a) through (c) require a hazard reporting system to be established at all activities. Specific guidelines for NAVAIR activities are contained in reference (c). The following additional guidance is provided for NAVAIRHQ:

a. Routine Reports. An employee who observes a workplace hazard at NAVAIRHQ should verbally report it to his or her immediate supervisor for corrective action. The supervisor should make a request to the Operations and Management Support Division (AIR-715), by telephone, to correct the hazard. If a question exists concerning the hazard and safety, AIR-715 will consult with the Safety and Occupational Health Specialist (AIR-09F2A). If a hazard is believed to be serious or immediately injurious, the supervisor will notify AIR-09F2A directly, as soon as possible. R)



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b. Formal Reports. When an employee desires to submit a formal written hazard report, follow the procedures in reference (c), chapter 3. Form OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Condition, shown in enclosure (1), can be used for this purpose. Following reference (c), written reports will be submitted to AIR-09F2A via the employee's supervisor. They may be submitted directly to AIR-09F2A if anonymity is desired. AIR-09F2A will review and investigate reports and forward to AIR-715 when action is required by that office. AIR-715 will provide a status report to AIR-09F2A within 10 working days of the date the hazard report is submitted. (R)

5. Occupational Injuries. When an employee sustains an injury or illness in the line of duty, the injury or illness should be immediately reported to the employee's supervisor. The supervisor will refer the employee to the Civilian Employee Health Clinic, room 846, Jefferson Plaza (JP) Building Number 1, for immediate treatment. The employee has the right to obtain medical treatment from a qualified physician of his or her choice. If referral to a private physician is desired or required, form CA-16, Request for Examination and/or Treatment, must be obtained by the employee from the Consolidated Civilian Personnel Office, Crystal City (CCPO-CC), Personnel Liaison Office, room 173, JP-2. This form will be given to the private physician for preparation and submission. In all cases of injury or illness requiring medical treatment, the employee must also obtain, prepare, and submit to CCPO-CC a form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation or a form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation, whichever is applicable. In emergency situations, it is the supervisor's responsibility to assure that appropriate forms are obtained and processed.

a. Injury Compensation. CCPO-CC Employee Assistance Division (Code 52) is responsible for all injury compensation matters and maintains all required records.

b. Injury Investigation. When an injury or illness occurs that is occupationally related, and results in disability, and/or a safety or health hazard is believed to exist, the cognizant supervisor will notify AIR-09F2A for an investigation. Whenever an employee is injured to the extent he or she will miss 1 or more days of work, AIR-09F2A will prepare the investigation report required by references (c) and (d). (Report Symbol 5102-1 applies.) (R)

c. Injury Records. AIR-09F2A will maintain injury logs and prepare summary reports for the Naval Safety Center per requirements of references (c) and (d). (Report Symbol 1146-DOL-XX(5102) applies.) (R)

6. Safety and Health Inspections. AIR-09F2A is responsible for assuring that safety and health inspections of NAVAIRHQ work spaces are conducted as required by reference (b). Inspections will be conducted following the procedures contained in reference (c). Written inspection reports, with AIR-09F2A recommendations, will be forwarded to AIR-715 for corrective action with (R)

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copies to cognizant NAVAIRHQ codes. AIR-715 will report the status of corrective action to AIR-09F2A at designated intervals to facilitate the maintenance by AIR-09F2A of required abatement records. (Report Symbol OPNAV 5100-15 applies.) (R)

7. OSH Council. Per references (a) through (d), an OSH Council is established for NAVAIRHQ. AIR-09F2A will chair the council. The council will consist of a representative from each of the following codes: (R)

AIR-00/09 - Commander/Vice Commander	
AIR-07 - Office of the Deputy Commander	
AIR-01 - Deputy Commander for Program Support	
AIR-02 - Assistant Commander for Contracts	
AIR-04 - Assistant Commander for Fleet Support and Field Activity Management	(R)
AIR-05 - Assistant Commander for Systems and Engineering	
AIR-08 - Comptroller	(D)
AIR-93 - Director, Research and Technology Directorate	(R)
AIR-07E3 - Crisis Management Coordinator	(A)
AIR-715 - Operations and Management Support Division	(A)

Note: Medics 1 and 2B are ex officio members of the council. AIR-09F2A will be the representative for AIR-00/09. (A)

a. Meetings. The council will meet quarterly and as required by the chairperson.

b. Functions. The council will review issues relative to NAVAIRHQ and make recommendations to the Commander, Naval Air Systems Command, concerning actions to improve the NAVAIRHQ OSH Program or resolve specific problems presented. NAVAIRHQ OSH policies, requirements, and deficiencies are matters within the scope of the council. The council will meet with the inspection team before and after any building inspections to discuss conditions and findings. (R)

8. OSH Official. The NAVAIRHQ OSH official is AIR-09F2A. AIR-09F2A is designated the primary point of contact for headquarters OSH matters and will be responsible for compliance with OSH Program elements identified in references (b) and (c) as applicable to NAVAIRHQ. (R)

9. Disaster/Emergency Preparedness. Reference (e) provides guidelines and requirements for disaster/emergency preparedness within NAVAIRHQ including fire protection, evacuation, civil defense, and medical emergency.

10. Action. All NAVAIRHQ personnel will follow the requirements of this instruction as they pertain to their areas of cognizance. NAVAIRHQ codes listed in paragraph 7 above will designate a NAVAIRHQ OSH Council representative and alternate and forward names of designees to AIR-09F2A annually by 1 January. (R)

11. Report. Report Symbol OPNAV 5100-16, assigned by reference (b) applies to the reporting requirements contained in paragraph 4 of this instruction and is approved to 31 October 1987.

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12. Forms. Department of Labor, Office of Worker's Compensation Programs' forms CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation; and CA-16, Request for Examination and/or Treatment may be obtained from CCPO-CC, Personnel Liaison Office, room 173, JP-2 or CCPO-CC, Employee Assistance Division, Code 52, Crystal Mall Building Number 2, room 425. OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Condition is available from AIR-09F2A.

(R


W. J. FINNERAN
Vice Commander

Copy to: (2 copies each unless otherwise indicated)

SNL: A3 (OP-09B15C); C84B (Morgantown (1 copy)); FKA1A (AIR-07D21 A/L (1 copy), AIR-09F2A (20 copies), AIR-71532 (10 copies), AIR-71541A (40 copies); FKM27 (NPRSO, NDW C/L))

Stocked: NAVAIRHQ (AIR-71541A)